



Amy L Jakubin

Executive Assistant

Sherri Ziller- President and CEO

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Professional Experience:

Amy Jakubin, a resident of Crown Point, IN is the Executive Assistant at the Northwest Indiana Regional Development Authority [RDA]. She has been with the organization since 2011. As the Executive Assistant to the President and CEO, Amy is responsible for managing the administrative aspects of all RDA projects as they relate to scheduling, logistical coordination, communication, organizing, managing and reporting. Amy is also responsible for general fiscal and office management functions and directly supports the President and CEO. This position performs, coordinates and oversees technical and office administrative duties in support of the RDA and its Advisory Board. The position provides highly sensitive support to the President and CEO and Board of Directors. Responsibilities require the exercise of independent judgment, technical knowledge of the specific area of assignment and of overall community activities. During her time at the RDA Amy has proven to be a highly dynamic, energetic, and reliable professional who is always willing to be challenged with new opportunities while maintaining a positive attitude and produces high quality work.

Amy also serves as the RDA's Wellness Ambassador to the State of Indiana Employee Wellness Program. The program builds a culture of wellness by communicating Invest in Your Health program options to co-workers by providing constructive program feedback to the Health & Wellness Manager. Amy leads the wellness and initiative program while striving to build a culture of wellness within the RDA.

Prior to joining the RDA, Amy worked as a Certified Nursing Assistant for Manor Care in Homewood, Illinois. Amy worked for the company for four years and made a tremendous impact in many lives. During her tenure she was promoted to a Preceptor which gave her the opportunity to train new employees and become their mentor.

Amy obtained her AA in Psychology as well as her Certified Nursing Assistant certification through South Suburban College in Homewood, Illinois in 2008 and wants to continue her education with the plans of acquiring her Master's in Business Administration.

Amy currently resides with her with her son Jonathan in Crown Point, IN. In her free time she enjoys reading, cooking, and running.

COMMUNITY INVOLVMENT

- Leadership Northwest Indiana, *Member, 2014-Present*
- United Way Volunteer, *2014-Present*
- SERV-IN Volunteer, *2013-Present*

EDUCATION, CERTIFICATES & TRAINING

- Leadership Northwest Indiana, *Class 37*
CRP/First Aid Certified, *2008-Present*
- SHRM [Society for Human Resource Management], *Member, 2014-Present*
- GFOA [Government Finance Officers Association], *Member, 2011*
- South Suburban College, AA, Psychology, *2008*
- Nursing Assistant Certification, *2008*